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| **JOB TITLE:** | Teaching Support Assistant/ Teaching Partner |
| **GRADE:** | **Kent Range 3** |
| **RESPONSIBLE TO:** | Class teacher/SENCo/ Headteacher |
| **MAIN PURPOSE OF THE JOB:** | **Purpose of the Job:**  To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher. |

**KEY TASKS**

* Carry out tasks as directed to help designated groups of pupils or individual pupils in their learning in all curriculum areas.
* To observe and monitor the progress of pupils, liaising with the class teachers, SENCo and other staff and keeping records of pupil’s progress, both educational and social.
* Assist Class Teachers in the promotion of positive behaviour patterns and the implementation of the schools’ behaviour policy and in raising children’s self esteem and encouraging independent learning.
* Liaise with Class Teachers to understand weekly and daily planning, including the objectives of each lesson and being able to share these with the children.
* Liaise with external agencies and work with them in implementing programmes devised by them.
* Accompany Class Teachers on off-site activities such as educational visits and other trips, which may include taking part in physical education activities and the supervision of pupils through the activity/visit.
* Assist with the supervision of pupils during playtimes, either in the playground or in the classroom during wet playtimes.
* Administer First Aid and care for sick children – tending to the hygiene and physical needs of individual pupils.
* Administer and teach group and individual support programmes as required dependent upon the age-group involved.
* Assist in making/make materials for teachers’ or pupils’ use as directed and assist where necessary with preparation and clearing away of the classroom and materials to ensure effective and efficient teaching.
* Prepare, assemble and maintain classroom/corridor displays as directed by the Teacher if part of your additional duties.
* Such other duties as the Headteacher or Class Teacher may require from time to time.
* Attend training courses as appropriate and in-service training days as directed and feed back any useful information to other staff.
* Be familiar with, and comply with a range of policies and procedures relating to child protection, health, safety, security and confidentiality.

**Personal qualities involved**

* Emotional insight.
* Be open to feedback.
* Confident to offer own initiatives and be adaptable to new ideas.
* Deal well with children and adults in a positive manner.
* Confidentiality.
* Works well as part of a team.

The above responsibilities may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher. They describe the general terms and normal duties which the post holder is expected to undertake. They will be reviewed annually as part of the appraisal process.

Additional duties can be agreed and negotiated and may include developing an area of expertise in terms of special needs, display or pupil counselling.

Person Specification: Teaching Partner

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | * Level 1 or 2 Diploma (or equivalent) with proficient practical skills. |
| **EXPERIENCE** | * Previous experienced of working with children. |
| **SKILLS AND ABILITIES** | * Numeracy and literacy skills. * Basic IT skills. * Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly. * Good influencing skills to encourage pupils to interact with others and be socially responsible. |
| **KNOWLEDGE** | * Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. |